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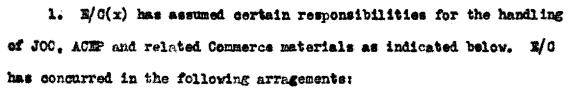
18 April 1955

MEMORANDUM FOR: Oh/D/E

SUBJECT:

Statement of E/C(x) Responsibility for JOC and

Related Commerce Materials



25X1A9a a) General - will be responsible for the receipt, logging, distribution and filing of only those JOC, ACEP and related materials received by D/E on regular distribution. Incoming Commerce materials will be routed intact from the D/E mail office to

25X1A9a

for further distribution within D/E. It will be the responsibility of individual analysts to arrange for the "request" or "pick-up" of additional copies from outside the Division. 25X1A9a will be in charge of the E/C(x) numerical files and will service requests 25X1A9a for reproduction of additional copies from these files. E/C(x) will maintain working files of JOC, ACEP and OC materials in addition to those materials retained by individual E/C(c)(t) analysts.

- b) Agenda of Commerce Meetings will furnish 25X1A9a immediately upon receipt, copies of JOC, ACEP and OC agenda to Ch/E/C 25X1A9a and/or In addition, one copy of JOC agenda will be furnished Ch/D/E.
 - c) JOC Material D/E normally receives six copies at which will be distributed as follows: 1 E/C(x) numerical file; $2 E/C(x) = \frac{1}{2} \times \frac{1}{2} \times$



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2 - E/C (1 for analysts, 1 for working file).

e) Other Commerce Material - 25X1A9a will continue to be responsible for maintenance of the:

Master Export Security List Comprehensive Export Schedule Commodity Identification Manual Correlation of Security Listings

She will continue to distribute revisions of the MESL and Correlation to D/E analysts. Arrangements have made for OCQ distribution of revisions of the MESL and Correlation within the ERA.

2. In addition to the foregoing responsibilities, 25X1A9a will also continue to maintain files of the following materials:

EDIC
EDAC/EC/EDAC Working Groups
OG/GOCOM/CHINCOM Documents
Department of State/UERO Cables
CGA/CI Digests and Country Handbooks

25X1A9a

Distribution
Orig - Ch/E/C

1 - 25X1A9a

1 - E/C(x) Chrono

CONFIDENTIAL